Intern – County Attorney

Department	County Attorney	**Classification**	Grade 5
Reports to	County Attorney	**Unit**	N/A
Supervises	N/A	**FLSA Status**	Non-Exempt

Position Description
Provide an educational foundation and work experience internship of an Attorney.

Essential Duties and Responsibilities

- Research statutes, case law, regulations, and legal precedents.
- Prepare drafts of legal document.
- Help organize case files and evidence.
- Assist with trial preparation
- Assist attorneys with filings, document organization, or note-taking during hearings or trials.

Minimum Qualifications
- At least a 2nd year law student at an accredited law school.
- Valid driver's license and reliable means of transportation.

Knowledge, Skills and Abilities
Knowledge: Agency programs, operations, policies and procedures. Principles and techniques of interviewing and recording in legal work and the ability to apply them. Individual and group behavior. Legal casework objectives, principles, and methods. Methods of criminal law and prosecution. Legal research skills. Legal writing skills. Legal ethics and confidentiality rules. Adhere to all laws, statutes, policies and rules with the essential level of confidentiality required of the position.
Skills: Prioritize multiple tasks and meet deadlines. Maintain discretion with sensitive or confidential information. Work independently as well as collaboratively. Proficient with legal databases. Proficient in using automated systems relevant to the position. Communicate effectively both orally and in writing with all stakeholders relevant to the position. Detail-oriented with strong organizational skills, accuracy, and problem solving.
Abilities: Effectively apply casework knowledge and skills. Manage time productively. Prioritize caseloads. Develop and maintain effective working relationships with the courts, local law enforcement agencies and the public. Establish and maintain effective working relationships. Follow established procedures and directives from supervisors.

Preferred Qualifications
- None

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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